



## HRG Memorandum 12-19

**To: KEHP Human Resource Generalists**  
**From: Department of Employee Insurance (DEI)**  
**Re: Administrative Manual –4th Quarter Update**  
**Date: October 22, 2012**

KEHP's Administration Manual has been revised for the 4th quarter of 2012. This manual is the tool for understanding qualifying events and deadlines along with internal DEI policies.

We have listened to your request to highlight revisions and updates. Beginning with this update, the chapters within the Table of Contents will now be noted with a blue asterisk, if any pertinent updates have been made within the chapter. And, within the chapter itself, you will find a blue symbol next to updated or new information. We hope this will help you stay current with our policy and administration changes

Remember, a copy of the most current Administration Manual is always maintained on our website. [Click here](#) to see the revised version.

If necessary, updates and or revisions to the Administrative Manual will be provided every quarter. We welcome your comments and suggestions to improve the document and request that you email [donnaM.cordier@ky.gov](mailto:donnaM.cordier@ky.gov) for any suggestions you may have.

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